



# OFFICE OF THE CLERK/TREASURER

City of Burlington

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## BOARD OF FINANCE MONDAY, MARCH 10, 2014

### MINUTES

**PRESENT:** Mayor Weinberger; City Council President Shannon; Councilor Bushor; CAO Rusten

**ABSENT:** Councilors Aubin and Knodell

**ALSO PRESENT:** ACAO Goodwin; City Attorney Blackwood; Ben Pacy, Stephanie Reid, Susan Leonard, HR; Ken Nolan, BED; Heather Kendrew, Airport; Chapin Spencer, DPW; Martha Lang, Ward 1 Resident; Brian Lowe, Mayor's Office (arrived at 5:15pm); Mike Kanarick, Mayor's Office (arrived at 5:20pm)

#### 1. Agenda

City Council President Shannon requested that they switch items 4 and 5.

CAO Rusten requested that they add an item to discuss the City's response to the management letter. Mayor Weinberger stated this will be item 6.5.

City Council President Shannon and Councilor Bushor made a motion to adopt the agenda as amended. The motion passed unanimously.

#### 2. Public Forum

Martha Lang, Ward 1 Resident, spoke about the School Department's proposed real estate transaction.

#### 3. Authorization to Increase DPW Parking Attendant Hours from 24 to 32 per Week - HR

The Board addressed an item to allow the Department of Public Works to increase the hours of one Parking Attendant from 24 to 32 per week.

Councilor Bushor and City Council President Shannon made a motion to authorize the hours for the DPW Parking Attendant. The motion passed unanimously.

#### 4. (formerly 5.) Creation of BED Maintenance Technician Position – HR

Ben Pacy, HR, stated they are seeking approval to create this position at the McNeil generating station. Councilor Bushor stated she would have like to know what the salary range of this position would be in addition to the grade and hourly rate. She also found it odd that they referenced an aging workforce as justification for creating this position. To her the issue is more that they need another person. Ken Nolan, BED, stated it allows them to train someone to fill the other positions when people retire.

City Council President Shannon inquired if they are hiring extra people because the people that are already there are unable to do the work. Mr. Nolan stated having this position will help them avoid downtime which results in a loss of revenue. If the person in this position can prevent them from having four hours of downtime a year, the position will pay for itself.

Councilor Bushor suggested they think about how they should address their aging workforce. They may want to have a physical fitness requirement for some of their positions, because if someone is unable to perform their tasks they are putting the City and BED at risk.

City Council President Shannon and Councilor Bushor made a motion to authorize the creation of the BED Maintenance Technician position. The motion passed unanimously.

#### **5. (formerly 4.) Authorization for Human Resources Reorganization – HR**

Susan Leonard, HR, stated when she first arrived there were several different positions within HR. They have moved towards having generalists with assigned departments. With the reorganization, they will be requiring their generalists to have a better understanding of the retirement system, do more work with diversity and equity, and additional training initiatives.

City Council President Shannon inquired about the financial impacts of the reorganization. It appears that there are short term offsets but not long term offsets. Ms. Leonard stated that is true. There will be a \$10,000 cost difference between FY14 and FY15.

Councilor Bushor stated the HR Committee also reviewed this. She feels this will make them less vulnerable when people leave. There is an increase in pay, but there is justification with their additional responsibilities. CAO Rusten stated he is supportive of this. Councilor Bushor stated she thinks that it will serve them well to do this. She is happy to see that employees are covered in this process by being represented by the HR Generalists.

City Council President Shannon and Councilor Bushor made a motion to recommend approval of the Human Resources reorganization.

#### **6. Authorization for Burlington International Airport Solar Installation – BED**

Ken Nolan, BED, stated when the Airport built the parking garage, they designed a space on the rooftop for solar panels. They went out to bid at the time, but did not find a good vendor. There is an empty space there geared for solar. In 2012, BED put an RFP out on a number of City properties to install solar panels. The Airport solar was interesting to developers. They received nine bids and reviewed three of them in greater detail. They had a whole range of responses with different arrangements. They concluded that the only real proposal that would work would be if the Electric Department owned the space, the Airport leased the space, and a third party would install the solar arrangement.

Councilor Bushor inquired if South Burlington is ok with this installation. Mr. Nolan stated South Burlington allowed the parking garage, but they would still have to weigh in on the design and installation. This requires a State Permit, so South Burlington zoning permits do not apply. However, part of the State Permit process involves going to the town Planning Commission.

Councilor Bushor inquired who in South Burlington is aware of this. Mr. Nolan stated the Planning Commission knew about this when they built the parking garage five years ago. Councilor Bushor stated she feels it is important that South Burlington be notified about this now. She inquired about requirements of FAA approval. Heather Kendrew, Airport, stated that they do not expect any issues with FAA approval. Councilor Bushor inquired about the short warranties of some of the equipment they will be purchasing. Mr. Nolan stated they will be working with the third party developer to determine if they would like to purchase extended warranties.

City Council President Shannon and Councilor Bushor made a motion to approve the solar installation at the Airport. The motion passed unanimously.

#### **6.5. City Response to Management Letter**

CAO Rusten stated the process in the past has been that the auditor sends them a draft management letter asking for responses to the various items. The Clerk/Treasurer's Office has responded and that becomes part of the management letter. They are uncomfortable with the idea of responding without oversight or review from the Council. There are issues in the responses that they feel the Council should weigh in on and potentially modify responses.

Councilor Bushor stated that in the past Councilor Paul has wanted to have the ability for the City Council and City to review the management letter simultaneously.

City Council President Shannon inquired if they will receive an update from the auditor. CAO Rusten stated they will. Mayor Weinberger inquired if the auditor will report to the Board of Finance first. CAO Rusten stated they can see if he is available to do that.

**\* \* \* POSSIBLE EXECUTIVE SESSION \* \* \***

#### **7. Update on Burlington Telecom Settlement**

City Attorney Blackwood stated they are working on the financing of the settlement. They have received an extension from Citibank and the Public Service Board. They are working diligently to finalize the terms. Mayor Weinberger stated they purpose of the extension is to ensure that the City has sufficient time to negotiate the best possible terms.

Without objection, Mayor Weinberger adjourned the Board of Finance meeting at 5:50pm.